

QUESTIONS AND ANSWERS FROM
DIVISION 35 PRE-PROPOSAL CONFERENCE
APRIL 16, 2002

Q In terms of handling legacy data, do you look for a similar transition, a tool that is common between the contractor and in-house, including stress packages?

A What usually occurs on this contract is that it is used to do a piece of a larger job, therefore integration of the tools is important. At JPL we have preferred tools that we initiate projects in. Projects across the lab use different tools, CADD5 Pro-E, we try to work with what's best with the project. Even though we would like to have the legacy data in a single tool we need to be able to support multiple platforms.

Q In Vapor phaser assembly room, have those machines been modified from production machines or are those something that you bought and just using for special applications?

A Primarily no.

Q On Mechanical Design, who holds patents that are developed though out the process?

A Caltech General Council and Patent Council Office handles all patent issues. Any patent issues will be handled on an individual CWO basis.

Q Is Mechanical Design work by default sent to Kendra's Section or sent to contractor?

A The responsible Sections within JPL would get an opportunity to do the work first.

Q A lot of presenters have an intrinsic significant type for speed and delivery for what ever the project is, what's the location criteria? How is co-location looked upon?

A Who ever gets this contract will be required to have facilities within 40 miles of JPL. Part of the RFP is to discuss your plans for facilities. You will be required to have a facility. A large portion of this work will require close interaction with JPL engineers. The facility needs to be close enough so that it is convenient for them as well as convenient for the Contractor personnel to come to JPL for meetings, etc.

Q What kind of facility is that? Engineering and Manufacturing?

A Primarily Engineering.

Q How big of a facility is needed?

A Can't really specify. What we are looking for in the proposal process are your capabilities as a company. For example, we don't require a cleanroom, but we would like to see that your company could build one if required.

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Q Does the facility have to be dedicated to a particular task or can it be co-housed with another project?

A It can be co-housed with another project.

Q Will existing work or work in progress be transferred to the new contractor?

A Some will, some will not. Current contract has an end date of September 30th, no work can be issued after September 30th. There are work orders, however that are in existence and will go on until March and will remain with the incumbent. These CWOs will be tightly controlled and will be very few in number.

Q Is it true there may not be any work day one of the new contract?

A That is correct.

Q The company awarded the contract, are they encouraged or expected to go and market themselves within JPL?

A You will be badged as affiliate with JPL and are free to do so.

Q What kind of business machines, hardware, software need to be at the facility to be considered Cat X?

A We're leaving that sort of open hoping that with the presentation you'll get an idea. We've made it non-specific as far as the RFP. Most of the work is currently CAT X, We're kind of breaking new ground here, the current process only allows Cat X. Cat X means they're at the Contractor's Facility. Cat A, means they're on Lab. At this point I can't give you a number as to what percentage of this contract would be Cat A or Cat X. We would like to encourage mainly Cat X.

Q Do we assume Government furnished hardware and software?

A No.

Q What is the Term of the Contract?

A The first part of the contract is one year until 9-28-03. This is due to the expiration of the Prime contract between Caltech and NASA. There is one four (4) year option for total of 5 years. The exercise of the option is contingent upon execution of a new Prime as well as satisfactory performance during the first year.

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Q Rate structure, Cost structure?

A JPL has internal burden rates on Category A and Category X labor. These rates are established annually. These burdens are just there and nobody has any choice whether they have them applied or not.

Q Does the current agreement prevent or prohibit the transition of the existing people working on the existing projects to be in the contract?

A Does not prohibit that at all. That would be up to the current contractor as well as their personnel.

Q Can we get a permission regarding the cost structure for those existing people?

A No I can not release that.

Q When can we schedule a detail walk through to gather data on existing people?

A All Sections on this contract are at their own discretion as to whether or not they're going to meet. Policy is if we meet with one, we have to meet with everybody. If you want to meet with them I suggest you contact them on your own.

Q You indicated that teaming arrangements would not be desired. Do you plan to score the management proposal in light of any teaming arrangements or major subcontractor arrangement?

A It's ok to subcontract, if you are thermal/mechanical field and don't have optics, it's ok to subcontract optics. However, JPL does not want to be dealing with three or four companies, we only want to deal with one lead company which technically and administratively capable of handling this type of work and can adapt to the JPL way of doing business.

Q How is the distance limitation measured? Is it drive time or radius?

A A 40 mile radius of JPL, we'd like it to be close simply because of engineers, we need to have that proximity for the interaction.

Q Was the decision to consolidate the engineering support contract made from within procurement, i.e. at what level was the decision made?

A The engineering support contract is not being consolidated, this contract has been this way all the time, there was no consolidation made. We're just taking the contract and re-competing.

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Q Typical CWO process? How work is generated.

A The essence of this contract is speed. When the engineer needs a task done, he usually contacts your engineer to ask can you do X, they generate a Statement of Work, send to the CTM for review, CTM decides if it's appropriate for this contract. Once the SOW is released, Contractor generates the proposal (contractually is 72 hours). Once the proposal is done, Technical engineer and Contract Negotiator review it to make sure it's reasonable and what they expected it. Then the CWO is executed.

Q If four companies from your bidder list got together and chose one big company and all four companies can fulfill as a team what you need to get done would you consider that as a viable option?

A As long as one company has the facilities. If you want to subcontract out to 3 other companies that's fine, but those subcontractor's need to be able to work out of the one facility.

Q What would be the hesitancy in releasing the bidders list?

A Some companies on the list don't want to be published on the bidders list. People have expressed concern.

Q In the event that a company selected does not have the technical capabilities as the source what remedies are there for the sections to go above and beyond the existing contract.

A Quite a bit, we have several contracts on the lab and some of them overlap a little bit. In the event that an engineer would come to you and you just don't have the capabilities in that case we would find them another place on the lab where they can get their work accomplished.

Q Would work still be disseminated within the lab?

A Disseminated to another contractor. We have a group of four companies called TSEP contractors for technical support effort personnel. ACRO, Chipton Ross, QSS, UTA, which are Category A, level-of-effort contractors. These contract supply everything from the bus drivers to very advanced high technical personnel. Usually if one of our existing blanket-support contracts can't meet a technical need of an engineer we can usually find support through the TSEP Company. It is very important to understand that this contract does not compete with TSEP.

Q When will the TSEP Contracts be re-bid?

A I think it's two or three years from now.

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- Q** Is the Section allowed to do this kind of contracts with other companies outside?
- A** Procurement is the only division that is allowed to execute a contract. You won't find someone in 35 issuing their own contracts. Procurement knows this contract exists we will not issue an identical contract to this.
- Q** Oral Presentations be limited to those within the competitive range?
- A** We're not determining a competitive range before we do the oral proposals. We do reserve the right to do follow-ups if we have to. Everybody who submits "responsive" proposals (that means you use the labor category, follow the directions, your proposal was on time, all of the instructions in the document are considered responsive) we will schedule you for an oral.
- Q** Who sits on the Review Board for the Oral Presentation?
- A** The Evaluation Team is comprised of members with technical knowledge and contracts.
- Q** Will the team sit behind glass?
- A** No, no, you'll see them. We don't let you know the names because we don't want the companies to market to those individuals.
- Q** Will there be a Mix of Technical and procurement type folks?
- A** The Source Evaluation Team consists of primarily technical personnel.
- Q** Are you going to know what the contents of the presentation is?
- A** Yes, we'll see you're presentation before you present. In the instructions you are directed to send us your slides before hand.
- Q** Are we supposed to bring individuals from each category like a thermal guy, vibration, and dynamisms, bring the whole team in?
- A** As far as the team, it's up to you to decide who to want to bring in, the impromptu will be directed at project manager level, so you should have more than just your salesperson because they will have to have technical knowledge. Ideally the individual who you have proposed as your Program Manager should attend.

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Q Is the incumbent going to present as well?

A Yes, the incumbent is in the competition along with everybody else.

Q How do you address the fact that when we want to talk to any technical people that we can't, but the incumbent talks to them on daily basis because they work with them.

A They're the incumbent and I can't erase the fact that they've been at the lab for five years, they do know people, at the same time all of the people that are in management positions that know about this RFP are aware that they are not supposed to have these marketing meetings to discuss the re-compete unless they are willing to meet with each company on the bidder's list.

Q Are you going to review our 40-slide presentation and when we come to that oral you're going to give us something that we've never seen before and our team is supposed to go out and prepare a response for that, is that correct?

A Yes – we're looking for things like your labor mix, identification of the risk, mitigation of the risk, generally what we are looking for is how you would approach the task.

Q You're not necessarily looking for solutions, you're looking for a company's approach? Conceptual approach?

A That's exactly right.

Q After you make your selection, will we be debriefed?

A Yes every company has an opportunity to be debriefed.

Q What is the name of the incumbent contractor?

A The incumbent contractor is Swales Aerospace.